

**TOW-AWAY PERMIT POSTING LOG WORKSHEET**  
 (for Permittee use only) DEPARTMENT OF TRANSPORTATION  
 Permit No. \_\_\_\_\_

· The table below is intended to be used by the Permittee to log the time, date, and locations of when the signs are posted, as well as the name of the person posting the signs, as required by Item 13 in the Tow-Away Permit Conditions and Posting Instructions. When initiating a tow request, the Permittee shall provide this information to the law enforcement officer with a copy of the permit along with the completed original Declaration in Support of Tow-Away form.

· Permittee shall email a clear scan or picture of the posting log sheet to [DOTtowsupport@sanjoseca.gov](mailto:DOTtowsupport@sanjoseca.gov). If you do not receive an automatic response, notify San Jose’s Parking Compliance Unit by calling (408) 534-2910. **Email this log AFTER tow-away signs have been posted – a minimum of forty- eight (48) hours in advance of the start of work, but not more than seventy-two (72) hours of when actual work will occur (see Items 2 and 5 in the Tow-away conditions).**

**Check this box if you will require tow support for this project. Tow support will not be provided if the box is not checked.**

· If the box above is checked and this log is emailed forty-eight (48) hours in advance, Permittee may initiate a request for tow support by contacting the Parking Compliance Unit at (408) 534-2910 from 8:00am to 5:00pm, M-F. All other times, call the non-emergency police number: (408) 277-8900. Permittee **MAY NOT** contact a towing company directly, as law enforcement must issue the tow request. Failure to email this completed log will render the tow-away permit invalid and result in parking control officers/police personnel not providing tow support.

Street or Street Address (Where work is taking place)	Between Street 1	Between Street 2	Meter #'s	Dates & Times of Posted Restrictions

Posting Contact (Name & Phone Number): \_\_\_\_\_

Date & Time of Posting: \_\_\_\_\_



DOCUMENTATION IN SUPPORT OF TOW-AWAY REQUEST

CONSTRUCTION OR SERVICE COMPANIES:

Please complete Section A and sign where indicated at the time the tow-away notices (signs) are posted. When requesting vehicle(s) be towed, complete Section B and call the Parking Compliance Unit (408) 534-2910 between the hours of 8:00 a.m. to 5:00 p.m. Mon. thru Fri. If no one answers or the request is for any other time call 311 (SJPD Communications Non-emergency Line) and request a Parking Compliance or Police Officer to tow the vehicle(s) in violation.

Declaration(s) shall be completed for each vehicle to be towed prior to calling.

Section A DECLARATION (Permittee or designated representative)

\_\_\_\_\_ was issued Tow-away Permit No. \_\_\_\_\_ for the following location(s): (Name/Phone number of Permittee)

The Permit is valid from \_\_\_\_\_ to \_\_\_\_\_ and \_\_\_\_\_ to \_\_\_\_\_ (beginning date) (ending date) (beginning time) (ending time)

Permittee and/or designated representative posted or caused to be posted and maintained Temporary Tow-Away Signs on \_\_\_\_\_ at \_\_\_\_\_ in conformance with the requirements set forth in the Tow-Away Permit.

Conditions and Posting Instructions attached to the Permit. The public was notified at least 24 hours before the intent to tow. Posting approved by (signature of permittee or representative): \_\_\_\_\_

Section B DECLARATION (Requestor)

- The above-referenced temporary tow-away signs are clearly visible and were posted and maintained in the proper location at least 24 hours and no more than 72 hours prior to this tow-away request.
The Permit is valid.
The undersigned is authorized to make this tow request on behalf of the Permittee.

The undersigned declares under penalty of perjury that the above statements are true and correct, and that his/her request to tow is based upon such statements. I understand that supplying incorrect information or acting improperly in regards to posting and maintaining temporary tow-away signs will result in the permittee and/or requestor being held liable for all fees and costs resulting from an improper tow. Furthermore, an improper tow based on any fraudulently supplied information or fraudulent act made by the permittee and/or requestor may result in criminal prosecution and/or revocation of current and denial of future permits.

Requestor (Name): \_\_\_\_\_ Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Section C VERIFICATION (Responding Officer)

On \_\_\_\_\_ at \_\_\_\_\_ the following vehicle was found within the prohibited work areas at the location shown:

EXACT LOCATION \_\_\_\_\_ (i.e. address, x-street or feet from x-street)

LICENSE# \_\_\_\_\_ MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ Verified by CLETS: YES NO (circle one)

The closest temporary Tow-Away sign to the front of the above-referenced vehicle is posted approximately \_\_\_\_\_ feet from the front of the vehicle.

The closest temporary Tow-Away sign to the back of the above-referenced vehicle is posted approximately \_\_\_\_\_ feet from the rear of the vehicle.

Case # \_\_\_\_\_ Citation # \_\_\_\_\_ Officer's Name/Badge # \_\_\_\_\_

OFFICER INFORMATION: This form is the authority to tow the violators' vehicle. Attach this form to your CHP180 report. Your tow authority is CVC 22651 (L) or (M). The parking violation is SJMC Section 11.36.190\* or 11.36.200\* \*, which is to be issued at the time of tow.
\*11.36.190 Parking prohibited where use of street is necessary for cleaning, repair, or construction of street or installation of underground utilities. Tow Authority CVC 22651(L)
\*\*11.36.200 Parking prohibited where use of street is authorized for purposes other than normal flow of traffic. Tow Authority CVC 22651(M).